

WAR DEPARTMENT

**SUMMARY SHEET**

(FOR ACTIONS BY OFFICE, CHIEF OF STAFF OR OFFICE, SECRETARY OF WAR)

FOLD OVER PAPERS AND CLIP

<b>TO</b> ➔			<b>G-4</b>		<b>FOR</b> ➔	<input checked="" type="checkbox"/>	<b>APPROVAL</b>	<b>FROM</b> O M	<b>OFFICE SYMBOL</b>
	<b>G-1</b>		<b>OPD</b>			<b>SIGNATURE</b>	<b>MIS/TnQ/OS</b>		
	<b>G-2</b>	<input checked="" type="checkbox"/>	<b>CHIEF</b>	<b>OF</b>		<b>STAFF</b>	<b>GRADE-SURNAME-PHONE</b>		
	<b>G-3</b>		<b>SECRETARY</b>	<b>OF</b>		<b>WAR</b>	<b>Col. Lovell - 73442</b>		

<b>FILE NO.</b>	<b>SUBJECT</b>	<b>DATE</b>
<b>WD 020.G-2, WD-W.O.R.S.</b>	<b>Establishment of the Pacific Military Intelligence Research Section.</b>	<b>10 May 1944</b>

Submitted herewith is a study on the above subject and request that proposed allotment of personnel be authorized therefor.

CLAYTON BISSELL,  
Major General,  
A. C. of S., G-2.

1 Incl.:

Memorandum for the C/S, dtd 10 May 44,  
re above subj, with Tabs A and B.

1. PURPOSE. Summary Sheet functions as means of furnishing Office, Chief of Staff and Office, Secretary of War with brief or summary and necessary background information on matters for action or signature in these offices.

2. USE. In general, use of Summary Sheet is limited to following:

a. As brief for long Memorandum for Chief of Staff (three pages or more). This brief should be short enough to be contained on face of Summary Sheet. Carbon copies of Sheet are not necessary.

b. As brief or summary for letter to be signed in Office, Chief of Staff or Office, Secretary of War. Although this brief should include necessary background information, it also should be short enough to be contained on face of Summary Sheet. Carbon copy of Sheet is prepared for Office, Chief of Staff.

c. In place of short Memorandum for Chief of Staff (2 pages or less). Second page (if any) of Summary Sheet used for this purpose is typed on plain bond, and same number of carbon copies of Sheet are made as for Memorandum for Chief of Staff.

3. ROUTING. Routing information and action requested are indicated by "x," check (✓), or number in appropriate box. As Summary Sheet clears each office, abbreviation of that office in routing box is lined out, and papers are forwarded to next office indicated on Sheet.

4. IDENTIFICATION. Summary Sheet is filled out in Major Command or General Staff Division office where recommended action or paper for signature is prepared. Symbol or abbreviation of this office and grade, surname, and telephone number of dictator are typed in appropriate boxes. File number and subject should be as brief as possible consistent with clarity.

5. COMPOSITION. Brief and background of recommended action or paper for signature are prepared in body of Summary Sheet under heading SUMMARY. Second part of body is filled out under heading COORDINATION and contains names of organizations and individual officers with whom coordination has been effected by office of preparation and from whom concurrences or nonconcurrences have been obtained. In event of unresolved nonconcurrences, consideration is given them in this section.

6. INCLOSURES. Inclosures are listed according to military practice and begin not more than three or four line spaces below last line of COORDINATION section.

7. APPROVAL. When prepared in Major Command, Summary Sheet requires approval of commanding general of Command or authorized representative; when prepared in General Staff Division, that of head of Division or authorized representative. Such approval is indicated on face of Sheet by initials of approving officer above stamped signature or approval stamp.